EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

<table>
<tr><th>Field</th><th>Title</th><th>Coding Requirements</th></tr>
<tr><td>RPI</td><td>Reportable Payments Indicator</td><td>Enter one of the following, or leave blank, as appropriate: (See Volume 1, Chapter XII for information on how Reportable Payments are identified and reported in CALSTARS.)

Blank - Not a Late Payment Interest Penalty or Subject to Use Tax.

8 - Small Business Late Payment Interest Penalty. Code for the <u>calculated amount of the penalty only</u>; not the amount subject to the penalty. (RPI #8 displays data on the W07 Report but is printed on the Remittance Advice as RPI #5: Interest).

9 - Subject to Use Tax.</td></tr>
<tr><td>INVOICE</td><td>Invoice Number</td><td>(Optional) The invoice field may be used to record data in three ways:

(1) To print a message on the Remittance Advice Slip (previously recorded on the D54 Descriptor Table):

• Place a hyphen (-) in the left-most position of Invoice Number; and

• Key the three-character D54 Table control key (message number) in the next 3 positions of the invoice number; and optionally,

• Key the invoice number in the remaining 10 positions of the Invoice Number or tab to the next field.

(2) To show the Vendor's invoice number on claim schedule transactions, up to 14 digits/characters may be printed on the remittance advice slip (RA). Up to 4 additional lines may be printed on the RA by entering consecutive transactions with all the same data (except the Invoice Number) and use a zero dollar amount. The invoice data for each transaction should be unique.

(3) To print information on automated check transactions, the fund code and up to 14 characters of transaction information are printed in the upper-left box of the check. If this field is blank, only the fund code appears.</td></tr>
<tr><td>DOC DATE</td><td>Document Date</td><td>Enter the 8-digit document date in MM/DD/YYYY format. When used with automated claim schedule transactions, the Document Date is printed on the Remittance Advice Slip. Leave blank for automated check transactions.</td></tr>
<tr><td>CUR DOC/S</td><td>Current Document Number and Suffix</td><td>Enter the number of the document currently being processed, if applicable. This number must be unique for TCs posting to the Document File. If the transaction posts to the Document File, it left-justifies and right-zero fills. If the transaction is in a claim schedule batch, use this field <u>only</u> for Contract Number or Purchase Order Number. The document number will print on the face sheet.</td></tr>
</table>

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Field	Title	Coding Requirements
INDEX	Index Code	**Use an Index Code to post encumbrances, expenditures or revenue/receipts** to internal organizational levels. This field is optional based on Transaction Code requirements and agency needs. It is controlled by the agency through values entered in the Data-Related Error Severity Segment of the Organization Control Table and posting level indicators in the Appropriation Symbol and Index Code Tables.
OBJ DET/ AO	Object Detail and Agency Object	**Enter the Object Detail** used to identify the goods or services for which an encumbrance or expenditure/abatement is recorded. (Optional) **Enter an Agency Object** used to further classify the type of service or goods for internal agency reporting purposes.
PCA	Program Cost Account	**Identify the Program Cost Account number** to be charged or credited.
AMOUNT	Amount	**Enter the transaction amount.** Required on all transactions. A zero amount (not blank) is a valid value. Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for optional commas and the decimal point.
R	Reverse Code	**Enter one of the following:** **Blank** - Normal transaction. **R** - Reverse. Assigns an opposite sign (+,-) to the normal debit and credit General Ledger accounts in the Transaction Code (TC). **R** is not allowed for some TCs and should not be used with automated claim schedule TCs. Transactions which do not allow an **R** contain that message on the Transaction Illustration, Volume 5.
PROJ/WP	Project and Work Phase	(Optional) **Enter a specific grant or Project Number and a Suffix to identify specific phases of a grant or project.** This field is optional since the Project and Work Phase may be automatically referenced by either the PCA or the Index Code.
LC DPOSIT	Location Deposit Number	(Optional) **Enter the Location Code and the Report of Deposit number.** Both the 3 digit location code and the 10 digit deposit number are found on the deposit slip.
SOURCE/ AS	Source Code and Agency Source	**Enter a Source to identify receipts or receivables as specified in the UCM.** (Optional) **Enter an Agency Source to further classify the receipt source for internal agency reporting purposes.**
CHECK	Check Number	**Enter the Check Number on manually produced checks**. Leave blank for automated check or non-check entries.